

INFORMATION TECHNOLOGY COMMITTEE

April 16, 2012

1:00 pm

Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Marie Wamsley, Mary Paisley, Kim Winslow, Becky Taylor, Jason Walter, Linda Bawden, Jennifer Russell

(1) **Call to Order:** The meeting was called to order at 1:00pm by Chairman Niemann

(2) **Proof of Posting:** Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:** Motion by Winslow, second by Boyle to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Winslow, to approve the minutes from the March 14, 2012 meeting as presented. Voice vote, motion carried.

(5) **Purchase of a new copier for the County Clerk's Office:** At budget time, Linda Bawden had allotted \$10,000-\$12,000 in her budget for the possible purchase of a new copier. Last Friday, the copier in their office stopped working. The County Clerk's office is very busy trying to get ballots and other information ready for the upcoming recall election. Linda has spoken with representatives from Gordon Flesch and Ricoh. The representative from Ricoh is the only one who has kept in touch with her about a new copier and sent her information. Linda is looking at getting a copier that could be hooked to the network, and she has passed the information onto Jason Walter for him to look at it to make sure it would be feasible.

A motion was made by Boyle, second by Winslow, to approve the purchase of a new copier for the County Clerk's Office, subject to Jason Walter's review to make sure it is compatible and could be hooked to the network. Voice vote, motion carried.

(6) **Purchase of a new computer for UWEX Secretary:** The Extension office would like to purchase a new computer for Lisa Carpenter. Her computer has been working very slowly, and they are concerned that it may die soon. Extension did not have the IT Request Form completed, and Jason did not have quotes printed off, but he had some options available on his laptop. Jason figures a new computer tower would cost approximately \$400.

A motion was made by Boyle, second by Paisley, to approve the purchase of a new computer tower for Extension, upon the completion of the IT Request Form, and not to exceed \$500. Voice vote, motion carried.

(7) **Purchase of a new computer workstation w/ monitor for Physicians to use at the Clinic for viewing Radiology Images:** The Hospital is looking to purchase a computer workstation and monitor for the physicians to use at the Family Health of Lafayette County Clinic to view Radiology images through the Hospital's Picture Archiving System. With the new Picture Archiving System, the Radiology department will no longer be printing films, it will all be done electronically. Therefore, the physicians at the clinic would like the Hospital to provide them with a computer and monitor in order to view these electronic Radiology images.

The quote for the computer workstation and monitor is \$1,273.26. This is a little more expensive than most computers due to the PAC system needing a high definition screen and a faster hard drive in order to view the Radiology images.

A motion was made by Boyle, second by Winslow, to deny the purchase request. Voice vote, Wamsley opposed, motion carried.

(8) **Purchase of new Firewall hardware for the Courthouse:** At an earlier meeting, David Chitwood from RWHC and Jeff Hedley from TC Networks proposed to the IT Committee that we look into purchasing new firewall hardware for the Courthouse, due to all of the recent problems we have experienced with the current firewall. However, the IT Committee chose to table the decision because dollar amounts were not available at the time, and we also wanted to wait until the new IT Coordinator was in place.

Jason advised that he needs to do more research on the system before he could say we should go through with this. There are 8-9 different VPN's that he needs to look at to see how they work and figure out if this new hardware would work with them. He also needs to review the firewall rules, the V-Lans, and go through the server(s). This is not a project where you put the new hardware in one day, and the next day everything will be ok and working. It is going to take a lot of research and planning.

A decision was made to table this issue to the May I.T. meeting, to give Jason time to research and plan to see if this new hardware would be feasible with our system.

(9) **Computer Inventory:** Jason and Christine are currently working with a new software called 'SpiceWorks'. It has a service ticket program, a computer inventory program, and other modules. Jason is looking at getting the computer inventory done by August, and the Finance Committee would like to have the inventory available by budget time so that they can inform departments if they need to look at budgeting for new computers, etc.

(10) **Backup Policy at the Manor:** The Manor is currently on their own on a server. And when they were put on their own, their Active Directory server wasn't properly removed and there are many errors on it because it wasn't "told" it was going to be alone, so it keeps trying to contact the other servers. Therefore, Jason would like to set up a VPN so that server would have VPN access and those issues would go away.

Jason was then asking how he should set up the backups at the Manor. Should he set it up so that the backup is physically at the Manor or should he set it up so that it is done on the backup server at Human Services? Or if the Manor wants to have a different backup server placed in the basement of the Health Department or elsewhere? The backups done on the backup server at Human Services, the VPN could easily be set up on the server and it would then synchronize overnight. But it would tie up all of their bandwidth while it's doing the backup, so he could arrange for the backup to run in the middle of the night when computer usage at the Manor is low.

The committee discussed it and decided that having the backup performed automatically and offsite would be the best option.

Jason would also like to setup more VPN's for other programs at the Manor and other County department to help with issues users are having.

(11) **Windows Update Server and Push Software:** At the Courthouse and the Health Department, there are two separate virtual machines set up to run the Windows software update service. They are configured to grab the updates, but they're not configured to push them out or look at any other software but Microsoft Windows and seeing what updates are there. The software doesn't necessarily 'push' the update. When the client's computer talks to the server it downloads any updates the server has found. This is all currently in place, Jason just needs to organize the machines to find the updates, and tell them what updates should be included/excluded, etc.

(12) **WiscNet / New Broadband Switchover:** The only thing that we are using WiscNet for now is the DNS for 'lafayettecountywi.org'. Jason is going to look at moving it over to EasyDNS or something else that would be cheaper than WiscNet. Ron asked that this be put at the top of Jason's priority list, so that we can finalize the billing with WiscNet.

(13) **Mileage reimbursement for IT Employees:** It was suggested that we look into paying the IT employees mileage reimbursement for their travels between the outlying departments. The IT department can not reserve one of the County cars every day, so they have to use their own vehicles to go to the outlying departments for service calls. It was suggested using a mileage chart to figure out the distance to and from each location, so that whenever Jason or Christine goes on a service call, they would just have to mark a sheet showing how many trips they made back & forth to each department, and then we would add it all up at the end of the pay period or month for the reimbursement.

The policy is already in place for County employees to be reimbursed when using their own vehicle, so no action will need to take place. It's just a matter of the mechanics of how to keep track of the mileage that will have to be worked out with the Finance Office.

(14) **IT Vouchers:** Kim presented two vouchers. The first was a voucher in the amount of \$2,189.56, which consisted of bills from TC Networks and Darlington Reboot for work done when we were without an IT person, advertising bills from Pec Valley Leader and Republican Journal, a bill from Tri-Com and Cartridge Connection for office supplies, and a bill from CDW-G for an AC adapter for the Hospital.

The second voucher was in the amount of \$1,246.88. It was for a bill from TC Networks for work done when we were without an IT person.

Motion by Boyle, second by Wamsley to approve the two vouchers as presented. Voice vote, motion carried.

(15) **Future Agenda Items:** Backup timeclock on hand  
Updating Antivirus software  
Core Switch replacement at Courthouse  
County Software on a personal laptop of a Sheriff's Dept employee  
Purchase of new Firewall hardware at the Courthouse (June meeting)

(16) **Next Meeting Date:** May 14, 2012 @ 8:00am

(17) **Adjournment:** Motion by Winslow, second by Wamsley, to adjourn the meeting. Voice vote, motion carried.